

List of Data Management Tasks for Natural Resource Projects

Project Stage	Task	Task Description	PL	DM	GIS
Planning & Approval	1.1	notify data manager of new project in planning stage	*		
	1.2	create a project tracking record and assign a project code (status: planned)	+	*	
	1.3	identify project deliverables	*	+	+
	1.4	determine data sensitivity and ownership	*	+	+
	1.5	develop language for contracts/agreements and permits	*	+	+
Design & Testing	2.1	notify data manager of changing status	*		
	2.2	update project tracking record (status: design or rejected)		*	
	2.3	clarify roles and responsibilities	*	*	*
	2.4	scoping for information systems design	*	*	*
	2.5	initiate metadata record	*	+	+
	2.6	create data dictionary and data forms	*	*	*
	2.7	define quality assurance measures	*	+	
	2.8	database and application development	*	*	*
	2.9	sample site selection and documentation	*		*
	2.10	provide technical training as needed and time permits		*	*
Data Acquisition	3.1	notify data manager of changing status	*		
	3.2	update project tracking record (status: active or abandoned)		*	
	3.3	provide training for project-specific data acquisition	*	+	+
	3.4	data acquisition, data entry, upload data logger files	*		
	3.5	GPS data processing: differential correction, upload data into database	*		*
	3.6	quality assurance: verification, validation and processing, data certification	*		
	3.7	update metadata and documentation	*		
	3.8	deliver data and metadata to DM/GIS (see Task 5.2)	*		
Product Development	4.1	summarization, analysis, map production	*	*	*
	4.2	interpret results, reporting, peer review	*		
Product Delivery	5.1	assemble products and deliver to DM	*		
	5.2	route products to appropriate product handler(s)		*	
	5.3	check for completeness, proper format, metadata and certification		*	*
	5.4	rename files, store in NCCN digital library		*	*
	5.5	update project tracking database (deliverable status: checked in)		*	*
	5.6	upload certified data into master project database		*	*
	5.7	finalize and parse metadata record	+	*	*
	5.8	publish products and integrate with national applications (NatureBib, NPSpecies, NPSTORET, NR-GIS Data Store)		*	*
	5.9	update project tracking database (deliverable status: published)		*	*
	5.10	project records management and archival	*		
Evaluation & Administrative	6.1	verify that all products are accounted for	*	*	*

Reporting					
	6.2	administrative evaluation and reporting, decision on continuation and methods changes for long-term projects	*		
	6.3	communicate administrative decisions and information management needs to data manager/GIS specialist	*		
	6.4	update project tracking database (project status: complete, design, active or suspended)		*	

PL = project leader, DM = data manager/technicians, GIS = GIS specialists and technicians

* primary role

+ secondary role